

AMGEN[®]

WORKER SAFETY HANDBOOK

“Work at the Speed of Safety”

BASIC SAFETY REQUIREMENTS

This Worker Safety Handbook is an overview of basic safety requirements for using **Scissor Lifts, Aerial Lifts and MEWPS** by contractors working on AMGEN sites. It is based on the AMGEN EHS Manual for Contractors.

The AMGEN EHS Manual for Contractors has been delivered to your company. It is your company's responsibility to ensure all the requirements contained in the manual are followed and to comply with all applicable laws and regulations.

This guide helps you, as a contractor's employee, to understand your responsibility and to perform your work at AMGEN following the requirements in the AMGEN EHS Manual for Contractors. This overview covers some of the most basic safety elements and is not intended, nor should it be construed as a summary of all those requirements.

The end goal is to provide a safe workplace and prevent injuries and property damage. All injuries are preventable. Work at the Speed of Safety.

Start every day safely:

- Identify the hazards...what could go wrong.
- Make sure you have a safety plan and the right controls in place to work safely.
- If you're not sure...Stop and Ask – Do the Right Thing.

PURPOSE

- This booklet is a quick guide for contractors working at Amgen. If you need more information than given in this Handbook, contact your supervisor

EMERGENCY RESPONSE

- In the event of any emergency, contact AMGEN SECURITY at:
() – _____
- Security will call the local emergency number and facilitate the response and escort emergency responders to the location of the emergency.
- When you call, provide as much information as possible including what happened and the location of the incident.
- Emergencies may include life-threatening and non-life-threatening medical emergencies, spills, fire, work-related injury, or illness.

INCIDENT REPORTING

- Report any incident to your supervisor no matter how minor, including near misses.
- An incident is anything that results in or could have resulted in an injury (even first aid) or property damage.

SMOKING

- AMGEN sites are 100% tobacco free, even in vehicles. Smoking or vaping is allowed only in the designated areas provided.

VEHICLE & PEDESTRIAN SAFETY / SPEED LIMIT

- Always yield to pedestrians and non-motorized cyclists.
- Obey all posted speed limit signs. Site wide speed limit is 10 mph (16 kph) if not posted.
- Private vehicles are not permitted on campus without specific permission from Amgen.

CELL PHONES

- Do not walk and text. If you need to look at your phone, stop walking.

- Do not talk on the phone while driving on Amgen property, even hands free. If you need to talk, pull over and stop the vehicle.

HOUSEKEEPING / SITE NEATNESS

- Maintain good housekeeping conditions while working on Amgen property.
- Do not place any waste in Amgen bins without approval from Amgen.
- Don't store any materials where they block doorways, utility panels, eyewash stations or other emergency equipment.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Follow site specific PPE requirements for the area and task being done. Example:
- Minimum PPE in a laboratory may include laboratory coats, shoe covers (booties), hair nets, latex gloves. Freezers may require insulated gloves and jacket.
- Minimum PPE for AMGEN construction sites: Safety Glasses, Hard Hat, Reflective Safety Vest or Brightly Colored Shirt (e.g. orange / lime), Work Boots with safety toe, Long Sleeve Shirts and Cut Resistant Gloves.
- Additional PPE may be required based on the task and tools used.
- Any reduction in PPE requires Amgen EHSS review and approval.

AMGEN EQUIPMENT

- Do not use Amgen owned equipment unless given specific permission in writing.

ENTRANCES AND EXITS

- Do not block any emergency exits or routes.

LOCK OUT / TAG OUT (LOTO)

- A LOTO PERMIT must be obtained prior to ANY work that requires de-energization

STOP WORK AUTHORITY

- If you recognize an unsafe condition, you can stop work and report it to your supervisor.
- If the scope of work changes, stop and report to your supervisor. Re-evaluate the risks and add new safe actions if needed.

GENERAL ELECTRICAL SAFETY

- Portable electric equipment and tools shall be powered through a Ground Fault Circuit Interrupter (GFCI) or a socket with integrated GFCI or RCBO. This applies to temporary lighting as well.
- Check extension cords and verify the ground pin is on the plug and there are no cuts on the outer cover.
- Only electricians are allowed to cut, remove, or otherwise alter wiring on circuits or equipment 50 volts or greater.

FALL PROTECTION / LADDERS

- Fall protection safety plan is required for any work at heights 6 feet (1.8 meters) or more above a lower level.
- Climbing an access ladder higher than 10 feet (3 meters) requires fall protection whether it has a protective cage or not.
- Working from a ladder at heights more than 10 feet (3 meters) requires fall protection and a working at height permit.
- Scissor lifts, aerial lifts, platforms, and scaffolds are the 1st choice for accessing work at height.
- If you must use a ladder, podium ladders are the 1st preference.
- Check if your site requires a ladder use permit or working at height permit and follow those requirements.

SAFETY UTILITY KNIVES

- Utility knives with self-retracting blades are preferred.
- Wear cut resistant gloves **plus** cut resistant sleeves with adequate cut level protection when using knives without a self-retracting feature. This applies to all cutting tools with exposed blades.
- Always use a sharp blade. They are safer than a dull blade.
- Hand a utility knife to a co-worker with the handle first.
- Consider using a rounded tip blade if the application allows for such.

TASK SPECIFIC SAFETY REQUIREMENTS

SCISSOR LIFTS / AERIAL LIFTS / MEWPS

DEFINITIONS

- Repositioning = Moving less than the length of the lift.
- Traveling = Moving more than the length of the lift.
- MEWP = Mobile Elevated Work Platform. Any platform that raises a worker to height. This can be a scissor lift, boom lift with a bucket, a lift with an articulated boom platform, aerial ladder or any combination.

TRAINING

- You must be trained to operate the make and model lift you are using.
- Operating a MEWP requires a Working At Heights Permit. Get the latest version from the Amgen site EHSS Representative.

GENERAL SAFETY

- Do the daily inspection and keep it in the lift.
- Have the operator manual in the lift ready for reference.
- Do not drive over anything. This includes extension cords, hoses, hole covers.
- Do not tie off to anything outside the lift.
- Be mindful how the charging cords are laid out. Don't make them targets for damage.
- When not being used, the lift should be fully lowered.

GENERAL SAFETY – INDOORS

- Use a spotter when maneuvering in tight areas.
- When you're elevated, do a 360-degree survey for obstructions before activating the control panel. (examples: utilities, beams, other MEWPS).
- When repositioning, no matter how little, the MEWP shall be lowered so handrails are lower than any nearby utility or obstruction, especially fire sprinkler drops.
- When traveling, lower the lift all the way to the base before moving.
- Don't drive over unrated hole covers.
- Do not block a doorway unless it is barricaded and signed or use a spotter. Or both.
- Do not block emergency exits. If you must, check that a proper detour is set up and has signs.

GENERAL SAFETY – OUTDOORS

- Do not drive over plywood. You don't know what is underneath !!!
- Do not drive within 6 feet (1.8 meters) of an open trench or hole without using a spotter.
- For an un-shored trench or excavation, do not drive closer to the edge than 1½ times the depth.
- Locate any overhead power lines or other obstructions in your operating area.
- Stay 20 feet away from power lines unless you have a specific safety plan for working closer.
- Check for soft dirt, vaults, sprinkler heads and slopes along your travel path and working area.
- When traveling, look for dips or bumps that can cause the bucket to bounce and toss you out. Move slowly.
- Know the max wind speed for the machine you are using.
- If you must travel outside the construction zone, have a spotter.
- Have an escort vehicle if traveling on a road.

PREPARATION

- Evaluate the risk of dropping tools or materials and determine best method to protect others below.
- Some options for protecting the drop zone.
 - Leash tools – if you don't leash tools, then you must delineate the area a safe distance.
 - The distance is evaluated based on the risks. This may need to be extended to account for material length and/or MEWP height.
 - Secure the area with DANGER tape or red cord. Be sure to attach an "ownership" form. Must have at a minimum, the date, company name, contact person and contact phone number.
 - Nobody is allowed inside the delineated area, even the spotter, while tools or material are not secured without permission of the lift operator.
 - Apply mesh screen to the perimeter of the bucket. Mesh must be a type approved by the lift manufacturer.

SCISSOR LIFT

- Follow these things, **every time**:
 - ❖ DO Secure the safety chain/bar as soon as you get in the lift
 - ❖ DO Wear a full-body harness and lanyard
 - ❖ DO Attach your lanyard to the anchor point (never the handrails) before you turn on the control panel
 - ❖ DO Keep your hands and arms (any body parts you want to keep) inside the railings when raising or lowering the lift
 - ❖ Keep your feet on the floor of the lift
 - ❖ DO NOT climb on the rails
 - ❖ DO NOT use a ladder or a bucket or put boards across the mid-rails to gain additional height
 - ❖ DO NOT overreach – reposition the lift instead
 - ❖ DO NOT exit the lift unless you have a specific plan (JHA) for this.
- Keep tools in a bucket, tool bag or tool belt when not being used.
- If the rails need to be lowered or removed due to obstructions, this must be in the JHA and with approval from the local site's Amgen EHS Rep.

AERIAL LIFT – BOOM LIFT (extending/articulating boom type)

- Workers occupying a Boom lift shall use positioning restraints tied off to the manufacturer installed anchorage point.
- Keep the lanyard adjusted so you cannot fall out or be tossed out of the basket.
- General rule – Restraint type fall protection is preferred rather than retractable lanyards in boom lifts. Check the operator manual for recommendations.
- Do not use the lift as a "crane" to hoist materials.
- Avoid working over live traffic. If you must work over a traffic lane, have a traffic control plan to block that lane.
- Know the lift's max capacity and do not exceed it. Account for the weight of worker(s), materials and tools.